

POLICY

It is the policy of the Michigan Department of Human Services Bureau of Juvenile Justice (BJJ) that facilities conduct periodic searches of youths' rooms and common areas to detect and remove contraband.

PURPOSE

This policy ensures that facilities have standard procedures to conduct searches of youths' rooms and common areas.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Designated in the facility standard operating procedure.

PROCEDURE

Each facility is required to develop and implement standard operating procedures (SOPs) relative to conducting room and facility searches by staff. At a minimum, these SOPs must contain the following requirements:

Frequency

Youth room searches are conducted at least once a month at unannounced and irregular times.

Includes a visual scan of common areas before and after use by youth and/or visitors.

**Guidelines for
Searches**

Searches are conducted in a professional respectful and systematic manner without causing any undue disruption or damage to property.

When therapeutically beneficial, searches may be made with youth present in their room if approved by the facility/center director or designee.

Documentation

Searches are documented in the facility logbook.

The disposition of contraband is documented in the logbook and on an incident report.

Non-illegal contraband must be:

- Discarded.
- Returned to the original owner.
- Mailed to the youth's home.
- Inventoried and stored to be returned to the youth upon release.

Illegal contraband is turned over to local law enforcement. BJJ staff will maintain and document the chain of custody.

AUTHORITY

Social Welfare Act, MCL 400.115a(1)(l)